

# E-Track

17.2.001

## Quick-Start Guide For Everyone

July 2017

### Initial Login:

E-Track web address:

<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>

Initially your password will be in ALL CAPS. To log in:

- Type your login ID into the Login field.

**Helpful hint:** LOGIN IDs are *typically* your two-digit birth month, two-digit birth date, first initial of LEGAL first name, first five letters of legal last name, followed by a 1.

- The first time you log into E-Track 17, you **MUST** type your password **IN ALL CAPS** into the Password field.
- Click the **Log in** button.  
*You'll now create your "new" password.*  
**NOTE:** Your password will be case-sensitive and can contain numbers and both upper and lower case letters; and it **CAN** actually be the same as your current password.
- Type your desired password into the New Password field.
- Then re-type it into the Confirm Password field.
- Click **Submit**.

### Changing your Password:

Changing your password because you have forgotten it:

- Click on **Forgot Password**
- In the box, type in your login ID
- Click on **Send**.
- Open your e-mail account and click on the hyperlink in the resulting e-mail.  
**NOTE:** If the e-mail is not in your inbox, check your spam/junk mail folder. If you cannot locate the notification, contact E-Track staff by e-mail ([E-Track@IHS-trainet.com](mailto:E-Track@IHS-trainet.com)) or by phone (614-437-2516) to verify that your e-mail address is correct in E-Track.
- Type your new password in the first field.
- Re-type your password into the second field to confirm it has been entered correctly.
- Click on **Submit**.

### Changing your password after you've logged in:

Once logged in, you may change your password:

- Click on the **Profile** tab.
- From the left-side menu, click on [Change my Password](#).
- **Password:** Type your *current* password.
- **New Password:** Type your *new* password.
- **Confirmation:** Type your *new* password again to confirm accuracy.
- **Confirmation:** Re-type your new password.
- Click on **Change Password**.
- After receiving confirmation that Your password has been updated, click on any of the blue tabs to exit the **Change Your Password** reset screen.

### Profile Information:

It is vitally important that your profile information remain current. To request changes/updates:


- Click on the **Profile** tab.
- Click on [Update Personal Information](#).
- Fill in the name, phone, and e-mail address fields, and click on the EDIT radio button to select.
- Click **Next**.
- Complete the form, adding notes, if necessary, to clarify changes.
- Click **Submit**.

### Searching for a Session:

From your Dashboard, click on **Advanced Search**.

All fields are optional, so input search criteria that best meets your need:




**Class Start Date Between** -See sessions within a specific date range:

- Type or use the calendar  icons to select the dates between which you want to search.



**Geographic County** -Locate sessions being held within a specific county:

- Click on the down arrow and select the county in which you would like to attend training.


**Regional Training Center** - Find sessions being held anywhere in a particular region:



- Click on the magnifying glass  icon.
- Click on the yellow  **OCWTP** folder icon. (You *must* click on the *folder icon*.)
- Click on the yellow  [Regional Training Centers](#) folder icon.
- Click on the desired [Regional Training Center/Region](#) to select.

**Classification** -Locate sessions that address specific topics/areas of need.

- Click on the magnifying glass  icon.
- Click on the appropriate yellow folder  icon(s) to reveal more specific topics/classifications.
- Once you have located the desired topic, click on the [Underlined Classification Title](#).

Click on the **Search** button.


If multiple pages of records are returned, click either on the page number or the blue arrow  at the bottom of the screen to navigate between pages.


If you see a learning that might meet your needs, click on the **Sessions**  button (to the right) or the people icon  (to the left) to see additional information, including the list of sessions that are currently available.

**IMPORTANT NOTE:** For best results, if you need to perform another session search, click on the **Clear** button before entering new search criteria.

## Registering for a Session:

You can now enroll or view additional information for each session, including the trainer, location address, and specific start/end times.

**PAY CLOSE ATTENTION TO THE LOCATION AND TIME OF EACH SESSION.** If you'd like to register for one of the sessions listed, to the left of the desired session, in the **Enroll** column, click on the  icon.

Or, if you'd like to see additional information (i.e. facilitator, location address), in the **Type** column, click on the multi-colored  icon.


If at this point you'd like to enroll for the session, on the left side of the screen, under **I Want To:**, simply click on [Enroll in this class](#).

On the enrollment confirmation screen, click .

The session should now appear under **My To Do List (Learning Events)**. In the **Status - Date** (m/d/yy) column, the **Status** should be Enrolled; the **Date** will be the session's start date; and the **Due Date** will be the last day of the session.

## Withdrawing from a Session:

From the  tab, under **My To Do List (Learning Events)**:

- From the left-side menu, under **I Want To:** click on [Withdraw myself from a class](#).
- Click on the [Underlined Session Title](#).
- You'll be taken to the session information. In the upper left-hand side of the screen, under **I Want To:**, select [Withdraw from this Class](#).
- From the Class Information screen, you'll **again** click on [Withdraw from this Class](#).
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(If the registration window is closed, you will be directed to contact a registrar to withdraw from the class.)

## Surveys:

**Surveys are delivered to each participant's to-do list on the morning of the last day of a training session.**

**There are two ways to access your survey:**


### **1. Access your survey using the e-mail notification:**

- Click on the blue underlined link. This will take you to the E-Track login screen.
- Enter your login ID and password. The survey will automatically appear.


### **2. If you prefer, you may log into E-Track and access your survey from your To Do List:**

- Click on the underlined [Survey Title](#).
- Click on the  button (or, from left-side menu, click on [Start Survey](#)).

### **Answer survey questions:**

- Select answers and type comments. You must answer each question; however, comments are optional.
- After you've answered all questions, at the bottom of the survey, click .

**NOTE:** You also have the following options:

-  – Allows you to save your work.
  - **Finish Later** – To save responses and return to Activities/My To Do List screen.
- **Close** – Discards responses and returns you to the Activities/My To Do List screen.

**NOTE:** Training participants have seven days after the last day of a session to complete the training survey.

*If you have not completed your survey at the time the session roster is processed (8-10 days after the last day of the session), you will be given the status of "Complete-No Evaluation", even though the evaluation survey may still appear on your to-do list.*

## Certificates:

**NOTE:** You will **not** receive your certificate immediately upon completion of the session survey. Certificates are released when the session roster is processed (8-10 days after the last day of the session).



**There are two ways to access your survey:**

### **1. To print certificate from e-mail notification:**

You will receive an e-mail notification when your certificate has been released. To print your certificate:

- Click on the blue underlined link. This will take you to the E-Track login screen.
- Enter your login ID and password. The certificate will automatically pop up.

### **2. If you prefer, you may log into E-Track and access your certificates from your training history:**

- From the left-side menu, under **Show Me;** click on [My History](#).
- Click on the [Underlined Blue Session Title](#). (You must have "Complete" or "Complete – No Evaluation" status for the session.)
- From the left-side menu, click [Print Certificate](#).
- Click on the printer icon .
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**NOTE:** You must have pop-ups allowed in your internet browser to access your certificate. If you need assistance allowing pop-ups, please refer to the tip sheet located at:

<http://ocwtp.net/pdfs/e-track/pop-up.pdf>.

**For more in-depth instructions on how to use E-Track, visit the E-Track training resources at:**

<http://e-track.knowledgeowl.com/help>